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MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION

PROCUREMENT & LOGISTICS • REAL ESTATE

MEMORANDUM

TO: All Holders of the DGS Procedure Manual for Professional Service

FROM: William R. Gluck, P.E., Chief
Project Management & Design Division
Office of Facilities Planning, Design & Construction

DATE: July 2, 2007

SUBJECT: Update to the July 2003 Procedure Manual

The Maryland Department of General Services Procedure Manual for Professional Services, July 2003 edition, resides on the DGS internet website at www.dgs.state.md.us. The manual can be accessed by clicking on the 'Facilities Planning, Design & Construction' link. On the right side of the screen, scroll down to the 'Professional Services' heading.

Attachment 10 - Building Code Study Data in the July 2003 Procedure Manual for Professional Services has been updated to reflect the current editions of building and life safety codes adopted by the Department of Housing and Community Development, Maryland Codes Administration.

Please download the first pdf file attached to this notification and replace the previously issued Attachment 10 with the "Updated July 2007" version.

The Department of Labor, Licensing and Regulation has issued a memorandum from the Board for Professional Engineers amending COMAR 09.23.03.10 relating to Titleblock Rules. Professional Engineers must now include a certification statement when signing and sealing plans, specifications, drawings, reports, or other documents. This requirement has been added to Chapter I General on page 14.

Please download the second pdf file attached to this notification and replace the previously issued Chapter I with the "Updated July 2007" version.

If there are any questions or comments related to the July 2003 Procedure Manual, please contact William Gluck by phone at 410-767-4439 or by e-mail at Bill.Gluck@dgs.state.md.us.